GUIDELINES FOR SUBMITTING DOCUMENTS IN ADOBE PORTABLE DOCUMENT FORMAT TO THE DEPARTMENT OF TOXIC SUBSTANCES CONTROL

With the introduction of the Department of Toxic Substances Control (DTSC) database, EnviroStor, the public can now download and view certain project related documents online. Due to differences in internet downloading capabilities and resolutions of electronic files, many users have trouble in downloading or viewing documents of large size. The following guidelines have been created to provide consistency in electronic files and allow most users to access these files.

1. **Submittal Forms and Formats:**
    For all documents required to be given to DTSC, submit one hard (paper) copy and one electronic copy in Adobe Portable Document Format (PDF). Include applicable signatures and certification stamps in all submittals.
2. **File Size:**
    Keep the file size of each PDF document to **8 megabytes** (MB) or less. Save color images (e.g., figures, site photos, maps) and supplemental information (e.g., appendices) in separate PDF files for larger documents. If using a scanner, the scanner resolution should be no more than 200 dpi.
3. **Saving and Naming PDF files:**
    Use the *Save As* option instead of the "Save" option whenever saving changes to PDF file. This will produce a smaller file size.
    Name PDF files using an abbreviated site name, report title, (report section, if multiple files are being uploaded), and date (e.g., **Site_report_section_mmddyy**, 968-81stAve_PEA_text_072706, etc).
4. **Bookmarks:**
    For large reports, create bookmarks in the PDF for ease of navigation. Refer to Adobe Acrobat Help for help on creating bookmarks.
5. **FTP Server:**
    For files that cannot be sent via e-mail, send them to DTSC project staff via the FTP server.
    Link: http://www.dtsc.ca.gov/database/DTSC_FTP_Requests/index.cfm
    Below are the instructions to submit files via the FTP server:
    a. **Provide Upload File Information**
        Provide information about yourself, the recipient, and the name of the computer file to be uploaded. This tells our system:
        i.   to expect and allow your file onto the FTP server,
        ii. to whom the recipient is, and
        iii. to let the recipient know who sent the file.
    b. **Transfer the File:**
        Send your file to DTSC server within 60 minutes after your information is provided in the step above. You will be provided with an FTP location after providing the information. You will be notified upon the successful receipt or failure to receive your file.

For further assistance about submitting PDF files, please contact the appropriate DTSC Project Manager, or the EnviroStor Help Desk at (916) 323-3400, or by email to EnviroStor@dtsc.ca.gov.